

Internal/External
STATE OF MONTANA JOB VACANCY

DEPARTMENT OF CORRECTIONS
An Equal Opportunity Employer

April 10, 2008

Job Title:	Industrial Arts	Position No.:	64100585
Division:	Riverside Youth Correctional Facility	Pay Band:	6
Location:	Boulder	Bargaining Unit:	087
Status:	Permanent/ full-time	Supplement:	NA
Salary:	\$15.054/hr Entry	Shift:	Days
Benefits: State employees working at least half-time are also provided paid health, dental and life insurance. Other benefits for eligible state employees include a credit union, a deferred compensation program, public employees' retirement program, 15 working days annual leave per year, 12 days sick leave per year, paid holidays, and up to 15 days military leave with full pay. Earned leave benefits may be used for maternity and parental (birth/adoption) leave and for immediate family illness care.			

Application Deadline: Applications may be returned to any local Job Service Office or the Department of Corrections by either email, fax or hard copy.

Human Resources, Room 311
P.O. Box 201301
1539 11th Ave.,
Helena, MT 59620-1301

fax to (406) 444-0551 email to hrcen@mt.gov

No later than 5:00 p.m., April 24, 2008.

Application materials are available on the web at <http://mt.gov/statejobs/statejobs.asp>

Reasonable Accommodations: Under state and federal law qualified applicants with disabilities are entitled to reasonable accommodations. Modifications or adjustments may be provided to assist applicants to compete in the recruitment and selection process, to perform the essential duties of the job or to enjoy equal benefits and privileges of employment available to other employees. An applicant must request an accommodation when needed. If you need any such accommodation, contact a Personnel Specialist at 444-4394. The Department is a smoke free agency.

Equal Employment Opportunity Employer: The Department of Corrections does not discriminate on the basis of disability or other legally prohibited basis. And will provide upon request reasonable accommodations to enable an applicant with a disability to apply and interview for a position.

Special Information:

This individual must be constantly vigilant so students do not steal tools, inhalants or small items of contraband that can be used by students to harm others or themselves. This individual must exercise extremely good judgment when performing work related to Vocational Education because hazardous materials, tools, equipment and supplies are used. Routine work requires exposure to chemicals, vapors, dust, and other airborne agents that may be potentially dangerous to a person's breathing or health. Additional risk of injury is present when dealing with the student population during emergency response periods such as a fire, escape, assault or disturbance.

Typical Duties:

Teaching: Teaches vocational educational in a classroom and/or alternative education environment to provide vocational educational competencies using a combination of verbal, written and practice exercises which meet OPI standards. When teaching Industrial Arts, the incumbent is responsible for challenging the adolescent females in a non-traditional class room and helping them become comfortable with power tools most have never been exposed to. Submits progress reports as scheduled to the treatment team and submits grades earned at the end of each quarter to the school principal.

Program Support: Physically or verbally intervenes with acting out students to protect the staff, student or others using Non Violent Crisis Intervention techniques. Provides supervision while on Prep Period to students in time out rooms or sickbay during the school day. Responds to emergencies such as fires, disturbances, escapes, or injuries to assist in restoring normal operations and maintain a safe campus.

Competencies:**Attention to Detail:**

Remains alert in a high-risk environment; follows detailed procedures & ensures accuracy in documentation & data; carefully monitors gauges, instruments, or processes; concentrates on routine work details, & organizes & maintains a system of records.

Communication:

Clearly presents information through the spoken or written word; reads & interpret complex information; talk with customers or clients; listens well.

Continuous Learning:

Stays informed of current industry trends; learns & applies new concepts & demonstrates career self-reliance; identifies own areas of opportunity & set & monitors self-development goals.

Coping:

Maintains a solution-oriented approach while dealing with interpersonal conflict, hazardous conditions, personal rejection, or time demands.

Flexibility:

Remains open-minded & changes opinions on the basis of new information; performs a wide variety of tasks & changes focus quickly as demands change; manages transitions effectively from task to task; adapts to varying customer needs.

Influence and Persuasion:

Convinces others in both positive or negative circumstances; uses tact when expressing ideas or opinions; presents new ideas to authority figures; adapts presentations to suit a particular audience; responds to objections successfully.

Relationship Management:

Develops rapport with others & recognizes their concerns & feelings; builds & maintains long-term associations based on trust; helps others.

Respecting Diversity:

Adapts behavior to others' styles; interacts with people who have different values, cultures, or backgrounds; is of service to difficult people; optimizes the benefits of having a diverse workforce.

Knowledge and Skills:

- Thorough knowledge of Vocational Education instruction practices and teaching.
- Knowledge of adolescent behaviors and gender related issues.
- Skill in the use of hand and small electrically driven tools and equipment used in the vocational arts field.
- Skill in the use of computers to write student progress reports and develop curriculum.

Education and Experience:

- Bachelor's degree in Education.
- Must be a Montana State certified (or certifiable) middle school/high school Vocational Education teacher.
- 1 to 2 years of job related experience preferred.

****Will consider a training period within which to get MT Teaching Certification. ****

APPLICATION AND SELECTION PROCESS: Selection procedures to be used in evaluating applicants' qualifications may include, but are not limited to, an evaluation of the Montana State Application form; a structured interview; a performance test, supplemental questions and an extensive background check. Application materials required are:

1. Signed and completed State of Montana Employment Application (PD-25, Rev. 6/91 or 12/93).
Portions of the application may be photocopied if legible (see page 1 for instructions).
2. Applicants claiming the **Veteran's or Handicapped Person's Employment Preferences** (see State of Montana Employment Application, PD-25) must provide verification of eligibility with the application materials. The required documentation includes a DD-214 or the SRS Certification of Disability form.
3. Authorization to Release Information. This Authorization is required for all positions within the Department of Corrections.
4. Copy of College Transcripts.
5. Copy of state of Montana Teaching Certification.

****HIRING AUTHORITY DOES NOT RECEIVE THIS FORM DUE TO REQUEST FOR DATE OF BIRTH.****

Applications will be rejected for late, incomplete, or unsigned application materials. Applicants who make willful misrepresentation during the application process will be excluded from further employment consideration for the position or will be removed from appointment. This job posting is an advertisement for the solicitation of applicants for the position. It is not intended to represent a contract between the employer and the applicant selected.

Immigration Reform and Control Act: In accordance with the Immigration Reform and Control Act, the person selected must produce, within three days of hire, documentation that he/she is authorized to work in the United States. Examples of such documentation include a birth certificate or social security card along with a driver's license or other picture I.D. or a U.S. passport or a green card.

Military Selective Service Act: You will be required to produce documentation showing you have complied with the Federal Military Selective Services Act. Examples of this documentation include a registration card issued by Selective Service or a letter from Selective Service that shows you were not required to register.

**DEPARTMENT OF CORRECTIONS
AUTHORIZATION TO RELEASE INFORMATION**

Applicant's Name:	
Other names Used: (i.e.: maiden name, previous married names)	
Social Security Number:	
Date of Birth:	
List of states where you have resided:	

TO WHOM IT MAY CONCERN:

As an applicant for a position with the Department of Corrections, I am required to furnish information for use in determining my qualifications for the position for which I have applied as is evident through my past work record. I hereby expressly authorize the Department of Corrections to contact my present or past employers, co-workers, personal references or any other possible work references. I further expressly authorize those aforementioned past employers and/or references to respond to such work related inquiries and to provide any and all information that they may have concerning me, including information of a confidential or privileged nature. I further release those past employment sources from any liability, which may relate to the information provided to the Department in good faith.

I also authorize the Department to conduct a Criminal Records Check and Background Check via law enforcement agencies and/or an investigator, and an Abuse, Neglect or Mistreatment Check through the Department of Public Health and Human Services. I understand that the purpose of this record and background check is for purposes related to the hiring decision for the position that I have applied only.

Have you ever been convicted of Domestic Abuse, either Felony or Misdemeanor? If your answer is yes, please provide the date of the conviction and the jurisdiction in which the conviction occurred.

_____ No _____ Yes Date: _____ Jurisdiction: _____

This authorization shall be valid and effective for one year from the date signed.

Applicant's Signature: _____ **Date:** _____